

POLICY TITLE: Respect for School Staff
DATE RATIFIED: April 2022
REVIEW DATE: April 2026

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

PURPOSE

To ensure that members of our community understand Essendon North Primary School's expectations for appropriate interactions with school staff.

SCOPE

Staff at Essendon North Primary School, including teachers, education support staff, office staff, our Leading Teachers, the Assistant Principal and Principal are committed to providing a supportive learning environment for all our students. Our staff take their work very seriously and feel privileged to be able to play an important role in each child's education. Parents/carers and visitors to our school also have an important role to play in fostering a safe and inclusive environment for the entire school community.

Respectful behaviours within the school community

All staff at Essendon North Primary School have a right to a safe and supportive work environment, and we expect that parents/carers and visitors behave in an appropriate and respectful manner at all times. The Department of Education and Training has outlined expectations on parent/carer behaviour within Victorian government school communities in the [Respectful Behaviours within the School Community Policy](#).

Unacceptable behaviours

When parents and carers engage in unacceptable behaviours against a staff member of another member of the school community, this can affect their health, safety and wellbeing.

Unacceptable behaviours include, but are not limited to:

- being violent or threatening violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space
- speaking or behaving in a rude, aggressive or threatening way, either in person, via email, social media, or over the telephone
- sending demanding, rude, confronting or threatening letters, emails or text messages
- discriminatory or derogatory comments
- the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students.

At the Principal's discretion, unacceptable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action

The Principal may also seek support from Department of Education and Training staff when managing unacceptable parent or carer behaviour.

Respectfully raising complaints

We welcome feedback from parents and carers and request this information is communicated in a respectful and constructive way. Complaints and concerns raised with us can help our school community by providing feedback to improve how our school operates.

When raising a complaint or concern with us, Essendon North Primary School expects all members of our community to act consistently with this policy, our *Statement of Values* and the Department's [Respectful Behaviours within the School Community Policy](#).

For information on how to raise a complaint or concern with our school, refer to our Queries, Concerns and Complaints Policy.

The [Family Engagement in Learning](#) is also a useful Department resource outlining how parents and carers can best engage with schools to provide feedback, suggestions and complaints.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in staff induction processes
- Included in staff handbook/manual
- Signage will be displayed at the front office
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES

- Statement of Values
- Queries, Concerns and Complaints Policy
- Community Code of Conduct
- Visitors in Schools Policy
- Volunteers Policy
- Digital Learning Policy
- Digital Citizenship Agreement
- Department of Education and Training policies and resources:
 - [Work-Related Violence in Schools Policy](#)
 - [Respectful Behaviours within the School Community Policy](#)
 - [Family engagement in learning](#)

POLICY REVIEW AND APPROVAL

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| Policy Last Reviewed | April 2022 |
| Approved By | Kate Barletta |
| Next Scheduled Review Date | April 2026 |